

# TRAINING AT THE TOWER

JUNE 2009 EDITION

Volume II, Issue 6

## SPECIAL POINTS OF INTEREST:

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## SPOTLIGHT ON VIRGINIA LEWIS

Ginny is an Internal Policy Analyst III position for the Underground Storage Tank Branch in the Division of Waste Management. Two of her duties are the development of a quarterly newsletter for the underground storage tank program, and to enhance our web page. To better prepare herself for these duties, she attended several courses at the Tower including Microsoft Publisher Level 1, Microsoft Publisher Level 2, Microsoft PowerPoint Level 1, Microsoft PowerPoint Level 2, CMS Web Authoring and Web Lead Training, CMS Web Editor Training and Graphics using Paint.net Level 1.

The training offered through these courses and her inherent communication skills have produced quickly realized benefits to the program. The first edition of the UST Quarterly newsletter was issued in May 2009. This newsletter represents an enhanced means of communication to the stakeholders that will serve as an effective compliance assistance



tool for the regulated community. Increased compliance translates into fewer releases of contamination and more expeditious corrective action, and we all benefit from that.

In today's times, if you don't have an effective Web page, overall communication will suffer. Ginny has redesigned the format and increased the user-friendliness of our Web site so that information is more readily available to visitors. The training she has received has played a big role in the improvements realized today. We are very proud of what Ginny has accomplished so far and

look forward to even more benefits in the future.

Rob Daniell, Manager  
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Click on the link below to view  
the  
UST newsletter.

[www.waste.ky.gov/NR/rdonlyres/9EAA7998-0482-4CAB-9155-658D8CA73F30/0/USTQuarterlySpring2009.pdf](http://www.waste.ky.gov/NR/rdonlyres/9EAA7998-0482-4CAB-9155-658D8CA73F30/0/USTQuarterlySpring2009.pdf)

## SharePoint Team Site Introduction

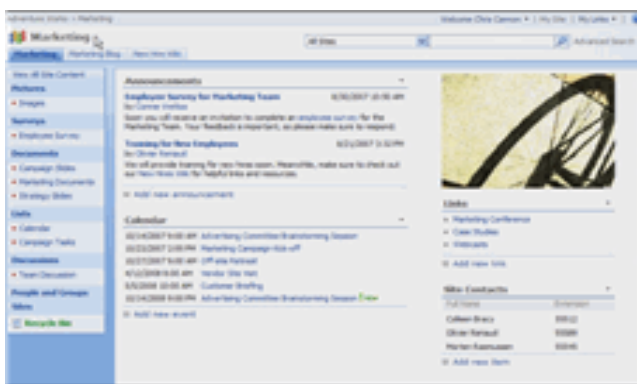
Microsoft Office SharePoint Server 2007 can help you get your work done more efficiently because it provides organizations with a platform for sharing information and working together in teams.

A SharePoint site offers specific kinds of tools and workspaces that you can use to communicate with team members, track projects, coordinate deadlines, and collaboratively create and edit documents.

SharePoint Server 2007 Team Sites are Web sites created from a template and designed for team collaboration. They are hosted on the cabinet network. Team Sites are a great way to coordinate team activities with document collaboration and storage.

A Team Site is made up of pages for:

- ◇ Announcements
- ◇ Task lists
- ◇ Links lists
- ◇ Calendar
- ◇ Document libraries
- ◇ Slide and picture libraries
- ◇ Blogs to collaborate on documents and track projects, and to share information



## Introduction to Collaboration with SharePoint

Most people spend the greater part of their work day involved in collaborative tasks. They share information, they work together in teams, and they manage projects. It can be a challenge to collaborate effectively if you do not have tools to easily communicate, share information, and coordinate projects details and deadlines among a large group of people.

Microsoft Office SharePoint Server 2007 can help you get your work done more efficiently because it provides organizations with a platform for sharing information and working together in teams.



## Use SharePoint to help manage projects

An Office SharePoint Server 2007 site includes several features that you can use to manage projects and coordinate tasks and deadlines among people. A typical team site would include a calendar that team members use to track important meetings, industry events, and other schedule items. Other team members link the calendar to their personal calendars in Microsoft Office Outlook 2007 so that they can view this information along with their personal calendar information. Departments also can use Project Tasks lists to visualize and track the key phases of new or ongoing projects.

There are several different ways you can use a team site to manage projects more efficiently:

- ◇ Use built-in features such as the Project Tasks list template, which enables you to visualize task relationships and project status with automated Gantt charts.
- ◇ Coordinate the team's work with shared calendars, alerts, and notifications. You can connect a calendar on your SharePoint site to your calendar in Office Outlook 2007, where you can view and update it just as you do your personal calendar.
- ◇ Create Meeting Workspace sites to gather materials and documents related to a meeting.
- ◇ Create, review, and share documents



**By creating a team site to use as a collaborative workspace, your team can become both more efficient and more productive and ultimately achieve better business results. You can also customize your site to meet the needs of your team or project by adding lists, libraries, or other features.**

## Printing All Open Documents

**NOTE: You must know MACROS to use this tip. If you have not taken the Word Macros class, sign up soon!**

Periodically you may be working with multiple documents on the screen at the same time, and you want to print them all. It can be cumbersome and time consuming, at best, to manually switch between documents and then choose to print each one. The following macro allows you to print all open documents:

### Sub PrintAllDocuments

' Step through the open document windows

For Each Doc In Documents

Doc.PrintOut

Next Doc

End Sub

## TRAINING AT THE TOWER

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Currently, Microsoft Computer Training for Kentucky State employees lists the class schedules June.

The site is being revamped and the July through September schedules will be published in mid- June. If you have a question about a class, please contact [Debbie.dean@ky.gov](mailto:Debbie.dean@ky.gov).

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**We're on the Web!**  
**[www.eec.ky.gov/training](http://www.eec.ky.gov/training)**

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## Specifying a Return Address Location WORD 2007

Word includes an envelopes feature that makes it pretty easy to create your own professional-looking envelopes. The feature makes certain assumptions about where different parts of the envelope should be printed, but what if you want to change the positioning of the return address?

The envelopes tool in Word depends on a predefined style when creating an envelope. The style used for the return address, appropriately enough, is named Envelope Return. When you click on either the Print or Add to Document buttons in the Envelopes and Labels dialog box, this style is grabbed and used for the return address area itself.

The style is defined to use a frame, and that frame is defined to appear at a very specific location on the envelope. If you want to change where the return address appears, simply change where the frame is defined to appear. To do this, use these steps:

1. Click the Office button, click New, and then Create. This creates a new document based on the Normal.dotx template. (If you want to fix this problem in other templates, you should open the template directly or create a blank document based on that template.)
2. Display the Home tab of the ribbon.
3. Click the small icon at the bottom-right of the Styles group. Word displays the Styles task pane.
4. Click Options at the bottom of the pane. Excel displays the Style Pane Options dialog box.
5. Using the Select Styles to Show drop-down list, choose All Styles.
6. Click OK to close the Style Pane Options dialog box.
7. Scroll through the list of styles until you see the Envelope Return style.
8. Hover the mouse pointer over the style name, and then click on the down-arrow that appears at the right side of the style name. A drop-down menu appears.
9. Click on Modify. Word displays the Modify Style dialog box. (Click on the Format button and choose Frame. This displays the Frame dialog box.
10. Adjust the information in the Horizontal and Vertical areas of the dialog box to reflect the position you want for the return address. (Hint: Try setting Relative To equal to Page, and then typing values in the Position controls.)
11. Click on OK to close the Frame dialog box.
12. Make sure the Add to Template check box is selected, at the bottom of the Modify Style dialog box.
13. Click on OK.
14. Close the Styles task pane.

Now, when you save your document or close Word, you are asked if you want to save your changes to the template. Make sure you do this. Your envelopes, when created in a document that uses this template, should now have your return address exactly where you specified.

# July 2009

| July 2009 |    |    |    |    |    |    | August 2009 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa | Su          | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    |    |    |             |    |    |    |    |    |    |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  | 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 | 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 | 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 | 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    | 29          | 30 | 31 |    |    |    |    |

| Sunday         | Monday | Tuesday               | Wednesday      | Thursday              | Friday | Saturday                      |
|----------------|--------|-----------------------|----------------|-----------------------|--------|-------------------------------|
|                |        |                       | Jul 1          | 2                     | 3      | 4                             |
| Jun 28 - Jul 4 |        |                       |                |                       |        | Happy Fourth of July Weekend! |
| 5              | 6      | 7                     | 8              | 9                     | 10     | 11                            |
| Jun 5 - 11     |        | SharePoint TPOCS only | Excel 2007 - 1 | SharePoint TPOCS only |        |                               |
| 12             | 13     | 14                    | 15             | 16                    | 17     | 18                            |
| Jul 12 - 18    |        | SharePoint TPOCS only | Word 2007 - 1  | SharePoint TPOCS only |        |                               |
| 19             | 20     | 21                    | 22             | 23                    | 24     | 25                            |
| Jul 19 - 25    |        | PowerPoint 2007 - 1   | Word 2007 - 2  | Full Class            |        |                               |
| 26             | 27     | 28                    | 29             | 30                    | 31     |                               |
| Jul 26 - Aug 1 |        | Excel 2007 - 2        | Word 2007 - 3  | PowerPoint 2007 - 2   |        |                               |

Dean, Debbie (GAPS Trainer)

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